

Disability Network Southwest Michigan Job Description

Position Title

Donor Relations & Communications Specialist

Position Supervisor

Resource Development Manager

Position General Summary

This full-time position is responsible for supporting resource development, program outreach and marketing activities. This position is based in our Kalamazoo office. Limited travel may be required.

Essential Responsibilities & Duties

- Coordinates gift acknowledgements and maintains donor records.
- Develops donor-centric materials.
- Coordinates the membership program.
- Supports special event planning/coordination.
- Develops and manages mailing lists in Giftworks, NetCil and Constant Contact.
- Coordinates all bulk mail activities.
- Acts as liaison between graphic designer/printer/vendors, as appropriate.
- Develops agency and program outreach materials.
- Develops content for agency publications, website and social media.
- Monitors and updates online presence.
- Represents agency at key events, open houses, meetings in an effort to connect Disability Network to the larger community.

Qualifications

- Demonstrates an understanding and commitment to the Independent Living philosophy.
- Personal experience with disability is highly desired.
- A degree in public administration, marketing, public relations, or communications or equivalent experience.
- Ability to work independently and as part of a team.
- Demonstrates a high level of attention to detail.
- Excellent communication skills, both verbal and written, are required.
- Experience with Microsoft Office software and data base software applications is required. Ability to learn and/or use InDesign is required.

Please submit your cover letter and resume to Kristen Potts at pottsk@dnswm.org or 517 E. Crosstown Parkway Kalamazoo, MI 49001 no later than Friday November 14, 2014.

Revised 10/2014, KP